



**Accounting Services Monthly Schedule
September 2020**

Please note that dates are estimated and are subject to change.
The message in GLOW will be updated when the month is officially closed.

University Processes	Responsible Individual	Calendar Day
Journal Entries (JES)-to Accounting Services	Various	10/1 & 10/2
Endowment Entries	Griffith	10/2
Auxiliary Enterprises Activity	Pennock/Reed	10/2
Dining Services Inventory	Kalmbach	10/2
Procurement Card	Nugteren	10/2
Travel	Nugteren	10/2
Telephone Billing	Penskar	10/2
TMA/Physical Plant	Larson	10/2
TSA Report Cashiering	Fox	10/2
JEGS marked to post	Grants staff	10/5
Sales/Use Tax Allocations	Kniffin	10/6
Internal Interest Allocations Fund 63	Larson	10/6
Financial Statement Review	Renoos/Kniffin	10/6-10/12
Close the Month (Month End Period 3)	Renoos	10/12

Accounting Processes	Responsible Individual	Frequency
Daily Posted Batches Reconciliation	Kniffin	Daily
ACAFMBAL	Kniffin	Weekly/Daily at month end
WMU_AC_JOURNAL_UNPOSTED	Kniffin	Weekly/Daily at month end
WMU_JESBAL	Kniffin	Weekly/Daily at month end
WMU_AC_TSO_NON_TSO_ACCTS	Kniffin	Weekly/Daily at month end
WMU_AC_4996TSO	Kniffin	Weekly/Daily at month end
WMU_AC_9200's	Kniffin	Weekly/Daily at month end
WMU_GL_BANNER_INTERFACE_PROBS	Kniffin	Weekly/Daily at month end
WMU_AC_MNTHLY_SUMMERY_1011	Kniffin	Weekly/Daily at month end
WMU_AC_OFFSETTING_ENTRY_003CJP	Kniffin	2nd day at month end - email to Jennifer

Monthly Close-Josh